

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

7 U.S.C. 1501 *et seq.*

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USES AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be used as follows:

(1) Referral to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing a statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute or by rule, regulation or order issued pursuant thereto.

(2) Disclosure to a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before a court, magistrate, or administrative tribunal, of any record within the system that constitutes evidence in that proceeding, or which is sought in the course of discovery, to the extent that FCIC determines that the records sought are relevant to the proceeding.

(3) Disclosure to a congressional office from the record of an individual in response to any inquiry from the congressional office made at the request of that individual.

(4) Disclosure to private insurance companies to monitor loss adjuster activity, performance, and loss histories and take such corrective action as necessary.

(5) Disclosure to contractors or other Federal agencies to conduct research and analysis to identify patterns, trends, anomalies, instances and relationships of private insurance companies, agents, loss adjusters and policyholders that may be indicative of fraud, waste, and abuse.

(6) Disclosure to private insurance companies, contractors, and other applicable Federal agencies to determine whether information has been accurately provided to FCIC and the private insurance companies and to determine compliance with program requirements.

(7) Disclosure to private insurance companies, contractors, cooperators, partners of FCIC, and other Federal agencies for any purpose relating to the sale, service, administration, analysis, or evaluation of the Federal crop insurance program.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are maintained electronically, on computer printouts and in the file folders at the Kansas City Office.

**RETRIEVABILITY:**

Records may be indexed and retrieved by name, social security number, and loss adjuster code.

**SAFEGUARDS:**

Records are accessible only to authorized personnel, on computer printouts and in the file folders at the Kansas City Office. The electronic records are controlled by password protection and the computer network is protected by means of a firewall.

**RETENTION AND DISPOSAL:**

Electronic records are maintained indefinitely. Hard copy records are maintained until expiration of the record retention period established by the National Archivist.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Actuarial Division, Risk Management Agency, Federal Crop Insurance Corporation, 6501 Beacon Drive, Stop 0814, Kansas City, Missouri 64133-4676. Telephone: (816) 926-6487.

**NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of records or information as to whether the system contains records pertaining to such individual from the Kansas City Office. The request for information should contain the individual's name, address and social security number. Before information about any record is released, the System Manager may require the individual to provide proof of identity or require the requester to furnish an authorization from the individual to permit release of information.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information as to the procedures for gaining access to a record in the system, which pertains to such individual, by submitting a written request to the Privacy Act Officer, The Program Support Staff, Room 6620-SB, AG Stop 0821, 1400 Independence Avenue, SW., Washington, DC 20250-0821. The envelope and letters should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, tax identification number social security number, name of the system of records, year of records in

question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Procedures for contesting records are the same as the procedures for record access. Include the reason for contesting the record and the proposed amendment to the information with supporting documentation to show how the record is inaccurate.

**RECORD SOURCE CATEGORIES:**

Information in this system comes primarily from the insurance company due to financial arrangement with FCIC (*i.e.* Standard Reinsurance Agreement), or from other Federal agencies.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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BILLING CODE 3410-08-P

**DEPARTMENT OF AGRICULTURE****Food and Nutrition Service****Agency Information Collection Activities: Proposed Collection; Comment Request; Form FNS-471, Coupon Account and Destruction Report**

**AGENCY:** Food and Nutrition Service, USDA.

**ACTION:** Notice.

**SUMMARY:** In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on a proposed revision of a currently approved information collection contained in Form FNS-471, Coupon Account and Destruction Report.

**DATES:** Written comments must be submitted on or before May 30, 2003.

**ADDRESSES:** Send comments and requests for copies of this information collection to: Lizbeth Silbermann, Chief, Electronic Benefits Transfer Branch, Benefit Redemption Division, Food and Nutrition Service, U.S. Department of Agriculture, 3101 Park Center Drive, Alexandria, VA 22302.

Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used; (c) ways to enhance the quality, utility, and clarity of the information to be

collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

All responses to this notice will be summarized and included in the request for Office of Management and Budget (OMB) approval. All comments will also become a matter of public record.

**FOR FURTHER INFORMATION CONTACT:** Lizbeth Silbermann, Chief, Electronic Benefits Transfer Branch, (703) 305-2517.

**SUPPLEMENTARY INFORMATION:**

*Title:* Coupon Account and Destruction Report.

*OMB Number:* 0584-0053.

*Form Number:* FNS-471.

*Expiration Date:* 03/31/2003.

*Type of Request:* Revision of a currently approved collection

*Abstract:* Section 7(d) of the Food Stamp Act of 1977, (7 U.S.C. 2016(d)), requires that State agencies determine and monitor food stamp coupon inventories. Section 7(f) requires that the States are strictly liable for all coupon losses except when the coupons are sent through the mail. The Food Stamp Program regulations at 7 CFR 274.7(f)-(h) require State agencies to properly dispose of certain coupons received at issuance, claims collection, inventory, and bulk storage points. These are destroyed within 30 days after the end of the month in which the coupons are received if the coupons are not suitable for a return to inventories. These include mutilated coupons, improperly manufactured coupons, or old-series coupons being exchanged for current series coupons. Coupons may be returned to local offices if found by the public, returned by recipients as payment on claims, or returned for other reasons. These coupons will likely be destroyed rather than returned to inventories and the FNS-471 is the document used to account for amounts destroyed.

Food Stamp Program coupons are Federal obligations and must be accounted for by denomination and value whether loose or in book form. The FNS-471, Coupon Account and Destruction Report, is completed by staff in local offices and sent to destruction points where the destruction point staff sign the form certifying destruction has occurred. A signed copy is returned to the originating local office. The FNS-471 is attached as documentation to other monthly coupon accountability reports.

**Estimate of Burden**

The proposed revision to the information collection burden for the FNS-471 reflects a reduction because of the legislated change from paper coupon issuance to electronic benefits transfer (EBT) issuance systems. Currently, just over 90 percent of Food Stamp Program benefits are issued using EBT systems. This leaves a small and declining portion in the form of paper coupons. Coupon issuance declines as State agencies implement Electronic Benefits Transfer (EBT) systems and eliminate coupons. Based on State EBT implementation schedules, there should be no coupon issuance by January 2005. In Fiscal Year 2002, the amount of coupons issued was \$2.59 billion, down from \$6.2 billion in Fiscal Year 1999 when this collection burden was last renewed. This represents a reduction of about 58 percent. The number of respondents is being reduced using the same percentage from 9,276 to 3,896 respondents. The estimated time per response is 7 minutes to complete the form and the forms are used monthly. The resulting burden hours are 5,454 hours annually.

*Affected Public:* State and local government employees and recipients.

*Estimated Number of Respondents:* 3,896.

*Estimated Number of Responses per Respondent:* 12.

*Estimated Time per Response:* 7 minutes.

*Estimated Total Annual Burden:* 5,454 hours annually.

Dated: March 25, 2003.

**George A. Braley,**

*Associate Administrator, Food and Nutrition Service.*

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**BILLING CODE 3410-30-P**

**DEPARTMENT OF AGRICULTURE**

**Forest Service**

**Lake Tahoe Basin Federal Advisory Committee**

**AGENCY:** Forest Service, USDA.

**ACTION:** Notice of meeting.

**SUMMARY:** The Lake Tahoe Basin Federal Advisory Committee will hold a meeting on April 10, 2003, at the Lake Tahoe Basin Management Unit, Forest Service Office, 870 Emerald Bay Rd., Suite 1, South Lake Tahoe, CA. This Committee, established by the Secretary of Agriculture on December 15, 1998, (64 FR 2876) is chartered to provide advice to the Secretary on implementing the terms of the Federal Interagency

Partnership on the Lake Tahoe Region and other matters raised by the Secretary.

**DATES:** The meeting will be held April 10, 2003 beginning at 8:30 a.m. and ending at 10:30 a.m.

**ADDRESSES:** The meeting will be held at the Lake Tahoe Basin Management Unit, Forest Service Office, 870 Emerald Bay Rd., South Lake Tahoe, CA 96150.

**FOR FURTHER INFORMATION CONTACT:** Maribeth Gustafson or Jeannie Stafford, Lake Tahoe Basin Management Unit, Forest Service Office, 870 Emerald Bay Road Suite 1, South Lake Tahoe, CA 96150, (530) 573-2642.

**SUPPLEMENTARY INFORMATION:** The committee will meet jointly with the Lake Tahoe Basin Executives Committee. Items to be covered on the agenda include: Recommendations on the USFS Report to Congress on Urban Intermix Parcel Acquisition and Management in the Lake Tahoe Basin, and public comment. All Lake Tahoe Basin Federal Advisory Committee meetings are open to the public. Interested citizens are encouraged to attend. Issues may be brought to the attention of the Committee during the open public comment period at the meeting or by filing written statements with the secretary for the Committee before or after the meeting. Please refer any written comments to the Lake Tahoe Basin Management Unit at the contact address stated above.

Dated: March 24, 2003.

**Maribeth Gustafson,**

*Forest Supervisor.*

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**BILLING CODE 3410-11-M**

**DEPARTMENT OF AGRICULTURE**

**Forest Service**

**National Tree-Marking Paint Committee Meeting**

**AGENCY:** Forest Service, USDA.

**ACTION:** Notice of meeting.

**SUMMARY:** The National Tree-marking Paint Committee will meet in Manchester, New Hampshire, on May 6-8, 2003. The purpose of the meeting is to discuss activities, improvements, and concerns related to the handling and use of tree-marking paint by personnel of the Forest Service and the Department of the Interior Bureau of Land Management.

**DATES:** The meeting will be held May 6-8, 2003, from 8 a.m. to 5 p.m.

**ADDRESSES:** The meeting will be held at the Best Western Executive Court Inn,